

8 December 1981

MEMORANDUM FOR: GSA Buildings Manager

AT
ATTENTION :

FROM :

Deputy Chief, Benefits and Services Division,
Office of Personnel

SUBJECT : Letter of Appreciation

On 7 December 1981 personnel from Mr. Hood's Shop cleaned the fitness room, dressing room and showers area. We feel that they did a most excellent and thorough job and wish to express our appreciation for a job well done.

STAT

12/31
3 December 1981



called
to say that he would like the gym
closed tomorrow (Friday) for cleaning.
I told him that it was too late to
be closed tomorrow. I asked if they
could do it on Monday. He checked and
called me back to say Monday would be
fine.

I then called [redacted] and
asked him to post signs that the gym
would be closed on Monday.

A handwritten signature in ink.

Terri

DC/BSO G&T